

CHANGE ANNOUNCEMENT

JOB PLANNING RESOURCE GUIDE EFFECTIVE JUNE 23, 2006

CHANGES

The Job Planning Resource Guide has been revised. An electronic copy has been placed on VRIS. Materials in the Job Planning Resource Guide are optional and are materials that can be utilized when working with consumers when providing career planning and additional services to consumers. The majority of the materials are supplements to Step 2-Pick the Job You Want in the Discover the Job That Works for You booklet. The materials can be printed from VRIS. A paper copy will not be distributed to staff. This electronic Job Planning Resource Guide will keep staff updated with current materials (ex: ASSET and COMPASS cut-off scores by community colleges, Kenexa Product Guide, etc).

Sections of the Job Planning Resource Guide are:

- Assessment Materials
- ASSET/COMPASS Scores
- Business/Industry Tours
- Career Videos
- College Planning
- Community Based Assessment
- Informational Interviews
- Job Analysis
- Job Planning Resources
- Job Shadowing
- Kenexa Prove It!
- Nebraska Career Information System
- Test Scores
- Web Resources

VRIS UPDATE

The Job Planning Resource Guide can be found on VRIS in the Printed & Marketing Materials, under a new section titled, "Resource Guides".

FORMS REVISED

The Job Planning Resource Guide is a revision for two guides currently being used by VR staff. It replaces the current Job Planning Resource Guide new staff receives at Career Planning Training and also replaces the Career Planning Guide printed in May 2000.

TEAM COMMUNICATION

Discuss in team meetings to assure all staff are aware of this VRIS posting and the materials in the electronic copy of the Job Planning Resource Guide.

LEADERSHIP CONTACT

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